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DD/I - DD/S Area

Significant Accomplishments

1 May 1957 to 1 November 1957

1. Management Audit of Map Library Operations

Reduced time lags between receipt of maps in OHR Map Library and distribution to requesters, and provided improved map reference and procurement service for CIA and other agencies through: simplified procedures; reduced map handling; provision of closer supervision over operations; provision of closer integration of map procurement, cataloging and circulation operations; centralization of statistical analysis of library production; and elimination of unnecessary files, forms and records.

2. Improved Methods For Dissemination of Publications and Information In OGR Library

Assisted Acquisitions Branch, OGR Library in meeting deadlines, eliminating peakload backlogs and reducing direct labor by 786 manhours per year (\$1,882 in salaries) through mechanization of procedures for recording and reproducing vouchers and accessions lists of Russian books. Mechanization was accomplished by applying modern machine methods to utilization of existing OGR machines.

3. Management Survey of Acquisitions Branch, CIA Library

Provided faster service to intelligence analysts using foreign documents, at reduced cost to OGR, through: elimination of clerical work from professional positions; provision of closer supervision over document dissemination operations; mechanization of document processing operations; reduction in document hauling distances and installation of modern document-processing equipment.

4. Development of Manpower Control System

Developed a manpower control system based upon concepts of flexibility in the use of personnel and more efficient manpower utilization, and tested the system prior to Agency-wide application. In addition to flexibility in manpower utilization, the system provides a facility for identifying personnel and other costs chargeable to productive and non-productive activities, and eliminates unnecessary top level control over the use of individual positions.

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6. Improved Manpower Utilization In Processing of Overseas and Domestic Travelers

Assisted Central Processing Branch, Office of Personnel in improving management control and in increasing the flexibility of its employees through development of a reorganization plan which assigns Personnel career service designations to all employees handling Personnel and Travel processing, and which requires all employees to serve as processing generalists rather than as specialists in Personnel or Travel processing.

7. Elimination of Unnecessary Machine Records Reports

Proposed and accepted method to secure elimination of unnecessary reports prepared by the Machine Records Division of the Comptroller's Office. This method reduced the number of copies distributed and consolidated other reports. Nine hundred thirty-nine reports were discontinued and copies of all reports were reduced by 9,863.

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